



## **IMPORTANT NEW REQUIREMENTS FOR TEXAS APPORTIONED REGISTRATION**

**PLEASE READ THE ENCLOSED  
INSTRUCTIONS CAREFULLY!**



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# IMPORTANT

## Change in Texas Apportioned Registration Requirements

**Texas is a Performance and Registration Information System Management (PRISM) compliant jurisdiction.**

**The following will be required for all Texas apportioned applications with a June 2008 or later expiration BEFORE they will be processed:**

- **USDOT numbers for IRP Account Registrant AND Motor Carrier Responsible for Safety (CRFS)**
- **Federal Employer Identification Number (FEIN)**

For information regarding USDOT Numbers, please visit [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

### What is PRISM?

Performance and Registration Information System Management (PRISM) was developed by the United States Department of Transportation (USDOT) Federal Motor Carrier Safety Administration (FMCSA) to:

- Improve safety performance through education, safety monitoring and registration sanctions
- Reduce the number of commercial vehicle crashes by getting the unsafe driver off the road
- Enhance the process for targeting high-risk, non-compliant motor carriers

By identifying the motor carriers responsible for safety of these vehicles, PRISM facilitates the use of information collected from FMCSA to:

- Determine motor carrier safety ratings
- Place unsafe motor carriers in the Motor Carrier Safety Improvement Process (MCSIP)
- Allow systematic tracking of unsafe motor carriers and their improvement

## How does PRISM affect the Texas IRP registration process?

This new Texas IRP Registration requirement assists FMCSA by collecting information to:

- Identify the **IRP account registrant** (entity to whom the vehicle registration and the plate is issued) through a USDOT number
- Identify a **motor carrier** (entity responsible for the safe operation of the vehicle during the registration year) through a USDOT number
- Identify the **motor carrier responsible for safety** (CRFS - the person or company who pays for the load on the truck) of the vehicle at the time of registration through a USDOT number
- Determine the safety fitness rating of the vehicle/operator prior to issuing vehicle registration
- Suspend vehicle registration when an FMCSA out-of-service order is issued

FMCSA began requiring USDOT registration information to be updated annually by completing a **Motor Carrier Identification Report (MCS-150)**.

### **CARRIERS WHO DO NOT UPDATE THEIR INFORMATION WILL BE DENIED REGISTRATION**

To ensure that June 2008 registration renewals are processed without any delay, registrants must have updated USDOT registration information since June 2007. **New applicants and all updates to the MCS-150 should be completed online at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) for immediate processing. Forms received through the mail will take approximately 6 – 8 weeks to process.**

### **DO NOT SEND YOUR MCS-150 FORM TO TXDOT**

***\*\*\*Any MCS-150 forms received by TXDOT will be forwarded to FMCSA for processing\*\*\****

## What Additional Information is Needed to Register?

**A. If IRP account registrant and motor carrier responsible for safety (CRFS) are the same:**

**IRP account registrant is responsible for the following before submitting the renewal application:**

- Update USDOT registration information (MCS-150)
- Provide USDOT number and Federal Employer Identification Number (FEIN) for each vehicle
- Indicate if motor carrier responsible for safety of each vehicle will change during the year

**B. If IRP account registrant and motor carrier responsible for safety (CRFS) of all or some of the vehicles are different:**

**IRP account registrant is responsible for the following before submitting the renewal application:**

- Update USDOT registration information (MCS-150)
- Provide motor carrier responsible for safety USDOT number and FEIN for each vehicle (each vehicle could have a different USDOT and FEIN)
- Indicate if motor carrier responsible for safety of each vehicle will change during the year

**REFER TO THE FOLLOWING INSTRUCTIONS FOR MORE INFORMATION REGARDING COMPLETION OF YOUR TEXAS APPORTIONED RENEWAL APPLICATION**

# IMPORTANT APPORTIONED REGISTRATION RENEWAL INFORMATION

## Requirements for the Renewal Form Schedule B

**THE PHYSICAL ADDRESS IS WHERE THE REGISTRANT HAS AN ESTABLISHED PLACE OF BUSINESS. THIS ADDRESS MUST BE IN THE STATE OF TEXAS AND CANNOT BE A POST OFFICE BOX. PLEASE VERIFY THAT THE PHYSICAL AND MAILING ADDRESS ON YOUR RENEWAL FORM SCHEDULE B ARE CORRECT.**

### TAX ID (FEIN OR SSN)

An Employer Identification Number (EIN) is also known as a Federal Employer Identification Number (FEIN) and is used to identify a business entity. Due to PRISM implementation, ALL carriers are REQUIRED to provide an FEIN. FEIN applications can be completed online at [www.irs.gov](http://www.irs.gov) or your local IRS office.

### USDOT #

The United States Department of Transportation (USDOT) number is the identification number that the Federal Motor Carrier Safety Administration (FMCSA) assigns to each motor carrier that conducts interstate operations.

Due to PRISM implementation, ALL carriers are REQUIRED to provide their USDOT number. FMCSA requires USDOT information be updated annually by completing a Motor Carrier Identification Report (MCS-150).

USDOT initial applications and updates can be completed online at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) or contact the Federal Highway Administration at 1-800-299-1700, options 8 and 2.

### TX MCR #

The Texas Department of Transportation Motor Carrier Registration (MCR) number is also known as a Texas DOT number and is issued to motor carriers operating intrastate. This number may be found on the MCR Insurance Cab Card Certificate.

MCR/Texas DOT applications can be completed online at [www.txdot.gov](http://www.txdot.gov) or contact the Motor Carrier Division at 1-800-299-1700, options 2, 1 and 2.

### DISTANCE CODE INDICATORS

**Do not indicate 0 distance traveled for any jurisdiction.** The distance codes are as follows:

- A = Actual distance accrued for each vehicle in the apportioned fleet.
- 1 = 1st year estimate (used only when adding a new jurisdiction on your apportioned fleet that has not previously been on your cab card or when the entire fleet has not been in operation for the prior 18 months)
- 2 = 2nd year estimate (used when keeping a jurisdiction on your apportioned fleet that did not accrue actual distance during the requested distance reporting period)
- N = Non-prorated distance (used when removing a jurisdiction from your apportioned fleet that had actual distance accrued during the requested distance reporting period)

On the renewal application please check (✓) the box next to the desired jurisdiction(s). Record and code the distance traveled by the entire fleet for each jurisdiction for the requested distance reporting period (July 1st through June 30th).

An estimated distance chart (see page 9) showing average miles per vehicle for Texas based carriers has been provided. **MULTIPLY THE "AVERAGE DISTANCE" SHOWN ON THE CHART BY THE NUMBER OF VEHICLES IN THE FLEET TO DETERMINE THE TOTAL ESTIMATED DISTANCE TO BE REPORTED ON THE SCHEDULE B.** You may use the enclosed **SCHEDULE G** (see page 10) when calculating your own estimated distances. In accordance with the International Registration Plan, these distances must be approved by TxDOT and may be adjusted.

**Large distance estimates in jurisdictions having low registration fees will cause the application to be questioned and proof of operations will be required.**

# Required Information for Renewal Form Schedule A

The Schedule A is the current vehicle equipment list registered in the fleet.

## VEHICLE EQUIPMENT LIST (SCHEDULE A)

Please review all vehicles listed on the Schedule A for accuracy and provide any missing information. Changes to a vehicle or vehicle deletions must be marked in the action box using the following codes:

- C = Changes to vehicle(s)
- D = Delete vehicle(s)

Any vehicles that have been added to the fleet but not shown on the Schedule A may be listed on the additions page under the correct weight group.

## WEIGHT GROUPS

Weight Groups are identified by vehicle type (Truck Tractor, Truck, Bus or Trailer), CGVW and Description.

**Beginning July 1, 2008** new weight groups created will display identical weights based on the registered CGVW for all jurisdictions listed on the cab card. Existing weight groups will not be affected unless an edit is made to the group. All edits and weight variances greater than 10% of the registered CGVW, within a single weight group, will require submission and approval of the Texas International Registration Plan Cab Card Weight Schedule form VTR-357.

Vehicle abbreviations that are used in TxIRP:

- TT = Truck Tractor
- TK = Straight Truck
- ST = Semi Trailer
- FT = Full Trailer
- BS = Bus

## FEIN

A Federal Employer Identification Number is required for each vehicle in the fleet. FEIN applications can be completed online at [www.irs.gov](http://www.irs.gov) or at your local IRS office.

## SPECIAL USES

Several jurisdictions calculate their registration fees based on vehicles that perform non-standard operations. Such uses for these vehicles are:

- **Carnival** = Jurisdiction(s) affected: MI
- **Dump Truck** = Jurisdiction(s) affected: MD, WA
- **Farm Truck** = Jurisdiction(s) affected: MD, MS, OH
- **Household Goods Carrier** = Jurisdiction(s) affected: MI, NY
- **Pump/Drill/Crane** = Jurisdiction(s) affected: UT
- **Logging Truck** = Jurisdiction(s) affected: MN, WA
- **Wrecker** = Jurisdiction(s) affected: IN, MD, MI, QC
- **Small Miles/Special Use** = Jurisdiction(s) affected: CO

## Unique cab card weights

- Alabama – QUAL displays for vehicles over 80,000 lbs
- Colorado – UNLADN displays for trucks (TK) under 16,000 lbs empty weight that do not pull a trailer or under 10,000 lbs empty weight whether it pulls a trailer or not
- Quebec – Number of AXLES displays for up to 6 axles, 6+AXLES displays for over 6 axles

## Buses

Cab cards for buses may display the following in lieu of CGVW:

- Number of seats
- QUAL

## Proof of Heavy Vehicle Use Tax (HVUT), IRS Form 2290

Due to Federal law, proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX (HVUT)** is required when licensing vehicles at 55,000 pounds or more gross weight or combined gross weight in any jurisdiction. Please ensure that the vehicle identification number for each unit listed on the Form 2290 matches exactly as shown on the Schedule A (vehicle equipment list). Proof is not required on new or used units being titled and registered within sixty (60) days of the date shown on the receipt for application of Texas title or vehicles registered below 55,000 pounds.

Acceptable proof of payment is a copy of a **RECEIPT STAMPED** Internal Revenue Service (IRS) Schedule I (Form 2290) for the correct tax period. **REFER TO PAGE 12 FOR THE CORRECT TIME PERIOD(S). Carriers with 25 or more vehicles are required by law to file electronically and** will be sent a PDF file by the IRS that should be printed out and sent to TxDOT as proof of payment of the HVUT. The PDF document will have a special water mark on the Schedule I which says "IRS e-file" and shows "Received MM/DD/YYYY."

In lieu of a **RECEIPT STAMPED** Schedule I (Form 2290), a copy of your Form 2290 (with Schedule I) **AND** copies of both sides of the canceled check will be acceptable proof of payment.

If you use owner/operators, copies of their **RECEIPT STAMPED** Schedule I (Form 2290) or copies of their Form 2290 (with Schedule I) **AND** copies of both sides of their canceled check **MUST BE INCLUDED**.

Please mail a **RECEIPT STAMPED** copy of your HVUT Form 2290 for the current year to Special Registration Branch.

**THE ABOVE FORM MUST ACCOMPANY YOUR RENEWAL OR THE APPLICATION CANNOT BE PROCESSED.**

Questions regarding HVUT Form 2290 should be directed to the INTERNAL REVENUE OFFICE at 1-866-699-4096 or to a local IRS office. Forms and instructions are available online at [www.irs.gov](http://www.irs.gov).

## Proof of Financial Responsibility

The State of Texas has a mandatory financial responsibility law. **THE MOST COMMON PROOF OF FINANCIAL RESPONSIBILITY IS A LIABILITY INSURANCE CARD ISSUED TO THE POLICY HOLDER BY THE INSURANCE COMPANY.**

Examples of other types of acceptable proof include current insurance policies and binders, pool coverage documents and certificates of self-insurance, bond, etc. **NON-TRUCKING AND BOBTAIL INSURANCE ARE NOT ACCEPTABLE.**

**IF YOU ARE REGISTERED AS A MOTOR CARRIER WITH THE TEXAS DEPARTMENT OF TRANSPORTATION, YOU MAY SUBMIT A COPY OF YOUR MOTOR CARRIER INSURANCE CAB CARD CERTIFICATE.**

**LEASES: WHEN THE LESSOR PROVIDES THE INSURANCE AND THE INSURANCE DOCUMENTS REFLECT THEIR NAME, A COPY OF THE LEASE AGREEMENT WITH THAT COMPANY MUST BE INCLUDED WITH YOUR APPORTIONED RENEWAL APPLICATION.** Please submit legible photocopies for proof of financial responsibility.

**QUESTIONS ABOUT PROPER PROOF OF FINANCIAL RESPONSIBILITY SHOULD BE DIRECTED TO YOUR INSURANCE COMPANY OR YOUR LOCAL VTR REGIONAL OFFICE.**

## When and Where to File Your Application

To ensure that your application is processed in a timely manner you may complete your renewal online at <https://irp.dot.state.tx.us> or return all forms to the address shown below for processing. **PLEASE REFER TO PAGE 12 FOR APPLICATION RETURN DATE AND PAGE 13 FOR THE CHECKLIST PRIOR TO MAILING YOUR RENEWAL DOCUMENTS.**

Renewals, proof of financial responsibility and proof of HVUT payment should be **MAILED** to the following address:

**Texas Department of Transportation  
Special Registration Branch  
PO Box 26440  
Austin, TX 78755-0440**

or

**Overnight Mail Address:  
Texas Department of Transportation  
Special Registration Branch  
4000 Jackson Ave.  
Austin, TX 78731**

**THE SPECIAL REGISTRATION BRANCH WILL NOT ACCEPT ANY RENEWALS FAXED OR SUBMITTED IN PERSON. RENEWALS NOT PROCESSED ONLINE MUST BE MAILED TO THE ABOVE ADDRESS IN ORDER TO BE PROCESSED. NEW ACCOUNTS AND SUPPLEMENTS CAN BE PROCESSED ONLINE OR BY YOUR LOCAL VTR REGIONAL OFFICE.**

**YOUR LOCAL VTR REGIONAL OFFICE IS UNABLE TO PROCESS RENEWALS UNTIL THE 16TH DAY OF THE MONTH FOLLOWING EXPIRATION.**

# InLine.



# OnLine.



24x7

## The *fast lane* to IRP renewal

Tired of waiting in line?

Don't want to drive any extra miles?

You won't have to, thanks to the Texas Department of Transportation's new online service, TxIRP, that will let you renew your apportioned registration credentials through the convenience of the internet.

TxIRP is a secure service for fast and easy management of your IRP account. You can

access TxIRP anytime, anywhere: 24 hours a day, every day of the year.

You pay for your IRP transactions via electronic check (ACH) and print credentials from the convenience of your computer.

To find out more, go to [www.txdot.gov](http://www.txdot.gov), or e-mail us at [txirp@dot.state.tx.us](mailto:txirp@dot.state.tx.us). You can also contact any TxDOT Vehicle Titles and Registration Regional Office or call us at (512) 374-5250. The TxIRP online fast lane is located at <https://irp.dot.state.tx.us>.

## <https://irp.dot.state.tx.us>

# VEHICLE TITLES AND REGISTRATION DIVISION REGIONAL OFFICE LOCATIONS MAILING ADDRESSES AND PHONE NUMBERS

ABILENE	4250 N. Clack Abilene, Texas 79601-1141	LOCAL 325 734-5120 FAX 325 734-5122
AMARILLO	5715 I-27 South, Building H Amarillo, Texas 79110 Mailing Address: P. O. Box 20326 Amarillo, Texas 79114	LOCAL 806 467-8902 FAX 806 467-8940
AUSTIN	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL 512 837-4418 FAX 512 837-7703
BEAUMONT	8550 Eastex Freeway Beaumont, Texas 77708	LOCAL 409 892-2491 FAX 409 892-2826
CORPUS CHRISTI	1701 South Padre Island Drive, Building 2 Corpus Christi, Texas 78416	LOCAL 361 808-2600 FAX 361 808-2610
DALLAS-CARROLLTON	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL 972 417-3854 FAX 972 416-4296
EL PASO	1227 Lee Trevino, Suite 100 El Paso, Texas 79907	LOCAL 915 591-8149 FAX 915 591-8058
FORT WORTH-ARLINGTON	910 North Watson Road Arlington, Texas 76011-5260 Mailing Address: P. O. Box 90601 Arlington, Texas 76006-9998	LOCAL 817 649-5937 FAX 817 649-1046
HOUSTON	10000 Northwest Freeway, Suite 105 Houston, Texas 77092 Mailing Address: P. O. Box 926109 Houston, Texas 77292-6109	LOCAL 713 681-6637 FAX 713 681-7229
LONGVIEW	4549 W. Loop 281 Longview, Texas 75604	LOCAL 903 753-6279 FAX 903 753-0879
LUBBOCK	135 Slaton Road Lubbock, Texas 79404	LOCAL 806 745-8888 FAX 806 748-0325
MIDLAND-ODESSA	3901 E. Highway 80 Odessa, Texas 79761	LOCAL 432 498-4674 FAX 432 498-4673
PHARR	600 West Expressway 83 Pharr, Texas 78577	LOCAL 956 781-3291 FAX 956 782-0695
SAN ANTONIO	4611 N.W. Loop 410 San Antonio, Texas 78229-5126	LOCAL 210 615-1776 FAX 210 615-5845
WACO	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL 254 752-1152 FAX 254 752-7656
WICHITA FALLS	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL 940 720-7754 FAX 940 720-7849

# COUNTIES IMPOSING COUNTY ROAD AND BRIDGE ADD-ON FEE

Anderson	10.00	Donley	10.00	Kaufman	10.00	Refugio	10.00
Andrews	5.00	Duval	10.00	Kendall	11.00	Roberts	5.00
Angelina	10.00	Eastland	10.00	Kerr	10.00	Robertson	11.50
Aransas	10.00	Ector	10.00	Kimble	10.00	Rockwall	10.00
Archer	10.00	Edwards	10.00	Kinney	10.00	Runnels	10.00
Armstrong	10.00	Ellis	10.00	Kleberg	10.00	Rusk	10.00
Atascosa	10.00	El Paso	10.00	Knox	10.00	Sabine	10.00
Austin	10.00	Erath	10.00	Lamar	10.00	San Augustine	11.50
Bailey	10.00	Falls	10.00	Lamb	10.00	San Jacinto	11.50
Bandera	10.00	Fannin	10.00	Lampasas	10.00	San Patricio	11.50
Bastrop	10.00	Fayette	10.00	La Salle	10.00	San Saba	10.00
Baylor	10.00	Fisher	10.00	Lavaca	10.00	Schleicher	10.00
Bee	10.00	Floyd	10.00	Lee	10.00	Scurry	10.00
Bell	11.50	Foard	10.00	Leon	10.00	Shackelford	10.00
Bexar	11.50	Fort Bend	11.50	Liberty	10.00	Shelby	10.00
Blanco	11.50	Franklin	10.00	Limestone	10.00	Sherman	10.00
Bosque	10.00	Freestone	10.00	Lipscomb	10.00	Smith	11.50
Bowie	10.00	Frio	11.50	Live Oak	10.00	Somervell	5.00
Brazoria	10.00	Galveston	10.00	Llano	10.75	Starr	10.00
Brazos	11.50	Garza	7.50	Lubbock	10.00	Stephens	10.00
Brewster	10.00	Gillespie	11.50	Lynn	10.00	Stonewall	10.00
Briscoe	10.00	Goliad	10.00	Madison	10.00	Sutton	10.00
Brooks	10.00	Gonzales	10.00	Marion	10.00	Swisher	10.00
Brown	10.00	Gray	10.00	Martin	10.00	Tarrant	10.00
Burleson	10.00	Grayson	10.00	Mason	10.00	Taylor	10.00
Burnet	10.00	Gregg	10.00	Matagorda	10.00	Terrell	5.00
Caldwell	10.00	Grimes	10.00	Maverick	11.50	Terry	10.00
Calhoun	8.00	Guadalupe	10.00	McCulloch	10.00	Throckmorton	10.00
Callahan	10.00	Hale	10.00	McLennan	10.00	Titus	10.00
Cameron	15.00	Hall	10.00	Medina	10.00	Tom Green	11.50
Camp	10.00	Hamilton	10.00	Menard	10.00	Travis	11.50
Carson	10.00	Hansford	10.00	Midland	10.00	Trinity	11.50
Cass	10.00	Hardeman	10.00	Milam	10.00	Tyler	11.00
Castro	10.00	Hardin	10.00	Mills	10.00	Upshur	10.00
Chambers	10.00	Harris	11.50	Mitchell	10.00	Upton	5.00
Cherokee	10.00	Harrison	10.00	Montague	10.00	Uvalde	10.00
Childress	10.00	Hartley	10.00	Montgomery	10.00	Val Verde	10.00
Clay	10.00	Haskell	10.00	Moore	10.00	Van Zandt	10.00
Cochran	10.00	Hays	10.00	Morris	10.00	Victoria	10.00
Coke	10.00	Hemphill	5.00	Motley	10.00	Walker	10.00
Coleman	10.00	Henderson	10.00	Nacogdoches	10.00	Waller	10.00
Collin	11.50	Hidalgo	20.00	Navarro	10.00	Washington	10.00
Collingsworth	10.00	Hill	10.00	Newton	10.00	Webb	10.00
Colorado	10.00	Hockley	10.00	Nolan	10.00	Wharton	10.00
Comal	11.50	Hood	10.00	Nueces	10.00	Wheeler	5.00
Comanche	10.00	Hopkins	10.00	Ochiltree	10.00	Wichita	10.00
Concho	10.00	Houston	10.00	Oldham	10.00	Wilbarger	10.00
Cooke	10.00	Howard	10.00	Orange	10.00	Willacy	10.00
Coryell	10.00	Hunt	10.00	Palo Pinto	10.00	Williamson	11.50
Cottle	10.00	Hutchinson	5.00	Parker	10.00	Wilson	10.00
Crockett	5.00	Irion	7.50	Parmer	10.00	Winkler	7.50
Crosby	10.00	Jack	10.00	Pecos	10.00	Wise	10.00
Culberson	10.00	Jackson	10.00	Polk	11.50	Wood	10.00
Dallam	10.00	Jasper	10.00	Potter	10.00	Yoakum	10.00
Dallas	10.00	Jeff Davis	10.50	Presidio	10.00	Young	10.00
Dawson	10.00	Jefferson	10.00	Rains	11.50	Zapata	5.00
Deaf Smith	10.00	Jim Hogg	11.50	Randall	10.00	Zavala	11.50
Delta	10.00	Jim Wells	11.50	Reagan	10.00		
Denton	11.50	Johnson	10.00	Real	10.00		
DeWitt	10.00	Jones	10.00	Red River	10.00		
Dimmit	11.50	Karnes	10.00	Reeves	5.00		

# TEXAS IRP ESTIMATED DISTANCE CHART

**AVERAGE DISTANCE X NUMBER OF VEHICLES IN FLEET = TOTAL ESTIMATED DISTANCE TO REPORT**

JURISDICTION	ABBREVIATION	AVERAGE DISTANCE
ALASKA	AK	0
ALABAMA	AL	2,832
ARKANSAS	AR	3,636
ARIZONA	AZ	4,210
CALIFORNIA	CA	4,985
COLORADO	CO	1,531
CONNECTICUT	CT	384
DISTRICT OF COLUMBIA	DC	42
DELAWARE	DE	127
FLORIDA	FL	2,704
GEORGIA	GA	2,473
IOWA	IA	624
IDAHO	ID	484
ILLINOIS	IL	2,600
INDIANA	IN	1,552
KANSAS	KS	1,187
KENTUCKY	KY	1,419
LOUISIANA	LA	4,765
MASSACHUSETTS	MA	309
MARYLAND	MD	583
MAINE	ME	67
MICHIGAN	MI	594
MINNESOTA	MN	245
MISSOURI	MO	2,232
MISSISSIPPI	MS	2,098
MONTANA	MT	264
NORTH CAROLINA	NC	1,355
NORTH DAKOTA	ND	100
NEBRASKA	NE	426
NEW HAMPSHIRE	NH	49
NEW JERSEY	NJ	1,203
NEW MEXICO	NM	4,002
NEVADA	NV	531
NEW YORK	NY	923
OHIO	OH	1,763
OKLAHOMA	OK	3,634
OREGON	OR	701
PENNSYLVANIA	PA	1,822
RHODE ISLAND	RI	58
SOUTH CAROLINA	SC	975
SOUTH DAKOTA	SD	113
TENNESSEE	TN	3,219
TEXAS	TX	38,502
UTAH	UT	1,027
VIRGINIA	VA	2,048
VERMONT	VT	45
WASHINGTON	WA	582
WISCONSIN	WI	510
WEST VIRGINIA	WV	441
WYOMING	WY	850
ALBERTA	AB	82
BRITISH COLUMBIA	BC	52
MANITOBA	MB	50
NEW BRUNSWICK	NB	50
NEWFOUNDLAND/LAB	NF	50
NOVA SCOTIA	NS	50
NORTHWEST TERRITORY	NT	0
NUNAVUT	NU	0
ONTARIO	ON	311
PRINCE EDWARD ISLAND	PE	50
QUEBEC	QC	71
SASKATCHEWAN	SK	50
YUKON	YT	0
MEXICO	MX	0

Revised 07/08/08

# RENEWAL SCHEDULE G

**This form should only be used if you do not wish to use the estimated distance chart on page 9 of these instructions.** The **SCHEDULE G** is used when calculating your own estimated distances. In accordance with the International Registration Plan, these distances must be approved by TxDOT and may be adjusted.

Instructions: For each trip, list the new jurisdiction through which you plan to travel, the estimated distance you plan to travel within that jurisdiction, and the estimated number of trips per vehicle. This will determine the total estimated distance reported on the Schedule B. Detach and return with your renewal application. Carriers processing renewals online will be required to submit the Schedule G to TxDOT along with any other required documents.

## EXAMPLE

Estimated Jurisdiction: <b>OKLAHOMA</b>							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
Oklahoma City	to:	Tulsa		104	10	1	1040
Tulsa	to:	Oklahoma City		104	10	1	1040
Total Estimated Distance:							2080

Estimated Jurisdiction:							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
	to:						
	to:						
Total Estimated Distance:							

Estimated Jurisdiction:							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
	to:						
	to:						
Total Estimated Distance:							

Estimated Jurisdiction:							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
	to:						
	to:						
Total Estimated Distance:							

*Attach additional sheets if necessary*

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Owner or Corporate Office

Date

# RENEWAL SCHEDULE G

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

\_\_\_\_\_  
Signature of Owner or Corporate Office

\_\_\_\_\_  
Date

# IRP DATE CHART

FLEET EXPIRATION MONTH AND YEAR	APPLICATION RETURN DATE	FORM 2290 (HVUT) TAX PERIOD
SEPTEMBER 2009	August 22, 2008	7/1/2007 - 6/30/2008 or 7/1/2008 - 6/30/2009
OCTOBER 2009	September 19, 2008	7/1/2008 - 6/30/2009
NOVEMBER 2009	October 17, 2008	7/1/2008 - 6/30/2009
DECEMBER 2009	November 21, 2008	7/1/2008 - 6/30/2009
JANUARY 2010	December 19, 2008	7/1/2008 - 6/30/2009
FEBRUARY 2010	January 16, 2009	7/1/2008 - 6/30/2009
MARCH 2010	February 20, 2009	7/1/2008 - 6/30/2009
APRIL 2010	March 20, 2009	7/1/2008 - 6/30/2009
MAY 2010	April 17, 2009	7/1/2008 - 6/30/2009
JUNE 2010	May 22, 2009	7/1/2008 - 6/30/2009
JULY 2010	June 19, 2009	7/1/2008 - 6/30/2009 or 7/1/2009 - 6/30/2010
AUGUST 2010	July 19, 2009	7/1/2008 - 6/30/2009 or 7/1/2009 - 6/30/2010

**ALL APPLICATIONS RECEIVED AFTER SEPTEMBER 30, 2008 WILL REQUIRE 2290 YEAR 7/1/08 - 6/30/09 REGARDLESS OF EXPIRATION DATE.**

# IMPORTANT

## APPORTIONED REGISTRATION RENEWAL APPLICATION CHECKLIST

To prevent processing delays, please take the time to carefully check your application before mailing. Did you:

- \_\_\_\_\_ 1. Provide a **CONTACT PERSON** and **TELEPHONE NUMBER**?
- \_\_\_\_\_ 2. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the application?
- \_\_\_\_\_ 3. Provide the registrants **Tax ID # (FEIN)**, **USDOT #** and **MCR #/TEXAS DOT#** on the **SCHEDULE B**?
- \_\_\_\_\_ 4. Check the **"TYPE OF OPERATION"** on the application?
- \_\_\_\_\_ 5. Properly code all the distances on the **SCHEDULE B**?
- \_\_\_\_\_ 6. List on the **"ADDITIONS"** page, in the correct weight group, any vehicles that have been added to the fleet but were not shown on the preprinted **SCHEDULE A**?
- \_\_\_\_\_ 7. Verify that all vehicle information is **ACCURATE** and **LEGIBLE** and the complete **VEHICLE IDENTIFICATION NUMBER (VIN)** is provided?
- \_\_\_\_\_ 8. Provide the **CARRIER RESPONSIBLE FOR SAFETY (CRFS) USDOT # AND TAX ID # FOR EACH VEHICLE ON THE SCHEDULE A**?
- \_\_\_\_\_ 9. Check the box indicating if the **CRFS IS EXPECTED TO CHANGE** during the registration year?
- \_\_\_\_\_ 10. Indicate any **WEIGHT CHANGES** on the preprinted **SCHEDULE A** and/or complete the form **VTR-357**?
- \_\_\_\_\_ 11. Indicate any **DELETED VEHICLES** with a **D** OR **CHANGES** with a **C** under 'actions' on the preprinted **SCHEDULE A**?
- \_\_\_\_\_ 12. Provide proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX** (Form 2290 Schedule I) for vehicles registered for 55,000 pounds or more in any jurisdiction?
- \_\_\_\_\_ 13. Provide **CURRENT PROOF OF LIABILITY INSURANCE**? Note: Non-trucking or bobtail coverage is not acceptable.
- \_\_\_\_\_ 14. **SIGN THE APPLICATION** where indicated?
- \_\_\_\_\_ 15. **KEEP COPIES** for your records?

ANY RENEWALS FAXED OR SUBMITTED IN PERSON ARE NOT ACCEPTABLE.

# IMPORTANT

## APPORTIONED REGISTRATION ONLINE RENEWAL APPLICATION CHECKLIST

To prevent processing delays, please take the time to carefully check your application. Did you:

- \_\_\_\_\_ 1. Provide a **CONTACT PERSON** and **TELEPHONE NUMBER**?
- \_\_\_\_\_ 2. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the edit account screen?
- \_\_\_\_\_ 3. Provide the registrants **Tax ID # (FEIN)**, **USDOT #** and **MCR #/TEXAS DOT#**?
- \_\_\_\_\_ 4. Properly code all the distances on the 'Jurisdiction' screen?
- \_\_\_\_\_ 5. Verify all currently apportioned vehicles in the fleet are displayed in the 'Units' section?
- \_\_\_\_\_ 6. Provide the **CARRIER RESPONSIBLE FOR SAFETY (CRFS) USDOT # AND TAX ID # FOR EACH VEHICLE**?
- \_\_\_\_\_ 7. Select the box indicating if the **CRFS** is expected to change during the registration year?
- \_\_\_\_\_ 8. Make necessary vehicle changes or deletions?
- \_\_\_\_\_ 9. Submit to TxDOT any required documents?



*Texas Department of Transportation · Vehicle Titles and Registration Division  
Special Registration Branch · P.O. Box 26440 · Austin, Texas 78755-0440  
(512) 374-5250 · Fax (512) 374-5265  
**[www.txdot.gov](http://www.txdot.gov)***